

Candlewood Ridge – Carriage Wood Homeowners' Association Annual Meeting

January 25, 2023

7pm

Candlewood Ridge/Carriage Wood HOA Annual Meeting Agenda January 25, 2023

- 7:00 Call to order / Introduction of Board Members and Guests**
Review last years meeting minutes
- 7:05 President's Overview**
- 7:15 King County Sherriff Department – Officer Sam Shirley**
- 7:25 Committee Highlights and Discussion**
 - **Common Area Maintenance / Capital Improvements**
 - **Architectural Control Committee**
 - **Complaint and Compliance Report**
 - **Treasurer Report**
 - **2022 Budget Review**
- 8:00 Nomination of New Board Members**
- 8:15 Election of Board Members**
- 8:20 Homeowner Discussion**
Adjourn

Board Member Introductions

George McGill

Ian Ludwig*

Catherine George

Alicia Follette*

Dawna Hart

Randy Vermillion*

Dave Clark

Don Nelson**

President / Common Area

Vice Pres. / Web Master

Secretary / ACC Chair

Complaints / Treasurer

Member At Large

Cul-de-Sac Chair

Member at Large

Legal / Insurance Chair

- *** Term expiring**
- **** Not Board Member**

Last Year's Minutes

Candlewood Ridge – Carriage Wood Homeowners' Association Minutes of the Annual Meeting January 25th, 2022

The following is a summary of the meeting minutes.

Board Members Present: Alicia Follette, Catherine George, Dave Clark, Dawna Hart, George McGill, Randy Vermillion and Ian Ludwig.

Others Present: 8 homeowners plus Don

Proxies held by President and others present: 96

This annual meeting was called to order at 7:03 pm virtually via WebEx.

The Board members were introduced:

President's Opening Remarks:

In 2021 because of the pandemic, we did not have any events. We have money in 2022 but we need volunteers.

The HOA Board strongly urges all homeowners to meet your neighbors.

Volunteer Opportunities:

Association Roles:

- Board members
- Welcome packet delivery person
- Spring and fall aesthetic walkthrough
- Mailbox replacement project helpers
- Capital improvement projects
 - CR Entrance Landscape design, CW entry signs, CR entry

Events

- | | |
|--|-------------|
| ● Easter Egg Hunt Helpers | No date set |
| ● CR/CW Garage Sale Helpers | No date set |
| ● Spring Clean Event Coordinator and Helpers | No date set |
| ● Summer Picnic Helpers | No date set |
| ● Park Clean Ups | Help needed |

Sam, our Sheriff's Patrol Representative Remarks

Common Area Maintenance (CAM):

Cul de Sac Annual Report - 2021

Architecture Control Committee (ACC) Report:

Complaints and Compliance Report:

Treasurer's Report:

Nominations for new Board Members

Questions from Floor

One homeowner mentioned that some homes were showing cracks in the brick chimneys

It was mentioned that you can call the non-emergency police number if you see a car that does not appear to belong. They can determine if it was stolen.

A question was asked about whether the roads will be repaved by the County.

A question was asked about whether the Board has considered removing the islands in CR to save maintenance money

Next Board Meetings:

Annual Meeting:

President's Overview

- ▣ In 2022 the HOA held an Easter Event and a Summer BBQ Event. The HOA paid for these, and they were organized and run by Homeowner volunteers. There was a large turnout for both, and both turned out Great. Many Thanks to all the volunteers. We have budgeted money for these Events this year and hope that volunteers will again step up.
- ▣ The HOA BOD strongly suggests all Homeowners to meet your neighbors. We suggest forming a neighborhood block watch also to encourage neighbors looking after each other's property. This can be a formal or informal group. We also suggest you talk to your neighbors about any fences that may be shared and how any future repair or replacement costs will be managed. Also important are trees on or along the property lines. You need to discuss how they will be cared for if diseased or dead.
- ▣ The HOA BOD also strongly suggests getting locking mailboxes. We also recommend all Residents to join the HOA email list for special notices throughout the year. Your email address will not be shared with anyone.
- ▣ Some of the things the BOD would like to do this year is: Our Annual Spring Walkthrough of all 850 homes.
- ▣ Cleaning of all the brick entry signs. New plantings at the CR Entrance.

Volunteers Needed For All Events

President's Overview

- ▣ This year the BOD made several updates and changes to the existing HOA Governing Documents and Rules and Regulations. These were all reviewed and approved by the HOA Lawyer and voted on and approved by the BOD.
- ▣ : Late fee policy.
- ▣ : Revised transfer fee policy.
- ▣ : Solar panel R & R.
- ▣ : Updated Homeowner registration including Rental Rules.
- ▣ : Dumpster/ POD/Large container R & R.
- ▣ : Interest application policy.
- ▣ : Shed building clarification policy
- ▣ This year we have 3 BOD terms expiring; two of the Members have decided to stay on – Alicia and Ian. Randy has decided to resign, and his position is open. We thank Randy for his excellent service, and we will miss him on the Board. If anyone wants to join the Board or help on any of the Committees, please let us know.
- ▣ As we do at every February BOD Meeting, we will assign BOD positions for the year.
- ▣ .

President's Overview

Volunteer Opportunities for 2023

Association Roles:

- Board members
- Welcome packet delivery person
- Spring and fall aesthetic walkthrough
- Mailbox replacement project helpers
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 - CR Entrance Landscape design, CW entry signs, CR entry

Events

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| • Summer Picnic Helpers | No date set |
| • Park Clean Ups | Help needed |

Volunteers Needed For All Events

King County Sheriff

This year in your HOA there was a continued decline in reported Police Activity, less than surrounding areas. Some of what was reported were: 3 Auto thefts – please be aware if you own a Kia or Hyundai – due to a tik tok challenge showing how to steal one there have been a great number of these vehicles stolen. It is Highly suggested that you park in a garage or behind another vehicle and maybe get a club device. The steering wheel ones are not the best as they can hack saw the actual steering wheel and steal the car. The best type is the one that locks the brake pedal.

There were 6 reported car prowling most from unlocked cars, 3 cases of vandalism (one was our Basketball backboard in CW Park) 2 burglaries and 1 person was robbed while walking alone on the Lk Youngs trail. It was actually a pretty good year in our HOA.

Please remember to lock your cars and do not leave any valuables in sight, close your garage door when working in the side or back yard and get to know your neighbors and look out for each other.

2022 Common Area Maintenance

- With the many tall trees in our HOA fallen trees and branches are a continuous problem. Please notify us if you see any that have fallen or in danger of falling.
- Street drains are the responsibility of each Homeowner. The ones in our HOA are constantly getting plugged because of all the leaves and fir needles. Please try to keep them cleared.
- If you see a downed or damaged street sign or one that is hidden by branches or bushes, please report it to: King County Road Maintenance. They have a 24hr/7-day phone number 206-477-8100 or 1-800-527-6237 or email to: maint.roads@kingcounty.gov. They will need the exact address or intersection and type of sign.
- Reminder – all dogs must be on a leash. This is a King County Law as well as HOA Policy. Also PLEASE use the HOA provided Mutt Mitts and pick up after your dogs.
- We have set up random HOA patrols in our HOA with the King County Sherriff's Dept. with Deputies Sam Shirley and Issac Sigel. We have increased the allotted time to 24 hrs. per week. Please let us know if there are certain areas that you feel should be patrolled.

2022 Common Area Maintenance

- The HOA received the digital as well as a paper copy of the CW Park Survey. It shows a few other encroachments other than the 4 we are being addressed currently. We will investigate these. One of these Homeowners built a new fence onto Park property and then put the house up for sale. The HOA found out about it and contacted the owners. The house was sold, and the new owners have agreed to move the fence onto the property line. The buyer and seller made an agreement at closing, and we have been in contact with the new owner.
- At CR along the pipeline, we were contacted by two Homeowners. They wanted the HOA to remove a large amount of blackberry bushes that were encroaching onto their fence. Since we had done this work for several other Owners along this stretch in the past the BOD voted to do this work. We may want to have a survey done along the West side of the pipeline to determine just where the HOA property is.
- At the CR entrance we had branches trimmed back by the entry signs, several overgrown bushes removed, 2 stumps dug up and removed and the huge rhododendron plant at the North end removed. It looks a lot cleaner now and it is ready for any new plantings we hope to do as we have budgeted for it.

2022 Common Area Maintenance

- In June Canber requested that we renegotiate their contract as costs had risen very high because of inflation. We decided to do a 2-year contract instead of a 3- year one. The new one goes until June 2024.
- Regarding the 'Adverse Possession' lawsuit at the Detention Pond in CR Division 3 the Court found in favor of the Homeowner. The Judge determined that since the Tract was designated as common area and not designated as greenbelt or open space that the Growth Management Act did not apply. The HOA was ordered to pay the legal fees of \$44,789 which we did on June 29th, 2022.
- In July someone vandalized and destroyed the Basketball backboard at CW Park. It turns out it was tempered glass and we did not want to replace with the same as that would likely get damaged also. An option to retrofit with a fiberglass one at a cost of over \$4000 was voted down so the BOD decided to replace with $\frac{3}{4}$ in treated plywood. This was done in August for a cost of about \$500.

2022 Cul-de-Sac Annual Report

- Committee encompasses 18 Cul-de-Sac Islands in Candlewood Ridge and 5 Retention Ponds in Candlewood Ridge and Carriage Wood
- All Islands and Ponds are monitored monthly for landscape maintenance and curb/asphalt condition
- In 2022, two (2) islands were renovated:
 - Island 11 – partial curb replacement & asphalt repair
 - Island 18 – Total curb replacement & asphalt repair that included tree removal
- Note: Cul-de-Sac Island landscape allocations are available for plant/tree/bush purchases
 - Homeowners in Cul-de-Sac need to take the lead to organize, make purchases, and perform plantings – homeowners responsible for watering
 - Prior HOA Board approval required before purchases

Architectural Control Committee

Contact Information

- Website: www.crcwhoa.com
- Email: architecture@crcwhoa.org

Architectural Control Committee

- Projects that need Architectural Control Committee (ACC) approval:
 - roof replacement
 - exterior painting
 - window replacement
 - fencing
 - decks
 - driveway repair/replacement
 - major landscaping
 - sheds
 - mailboxes
 - any additional exterior projects
- Emergency requests will be handled as quickly as possible.
- ACC Requests must be received in writing or email and have an ACC request form attached to it. A form must include a valid phone number, signature, name and address.
- Please allow at least 30 days before your project begins to get approval!
- All requests may be submitted via E-Mail but paint/stain require specific information to allow the ACC to find the color on the internet.

Architectural Control Committee

- Number of Request for 2022

January - March	14
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April-June	38
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July-September	65
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<u>October-December</u>	<u>37</u>
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Total Requests:	154*
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* Of all of the ACR requests received, one was disapproved and two were cancelled.

- In 2021, we had 192 requests processed

Complaint and Compliance Report

- 2023 Aesthetic
 - All properties may be surveyed in Spring with follow review in the summer.
 - Follow up on violations will result in fines if issues not resolved.
- This effort is not intended to replace or eliminate the existing complaints process.
- All complaints must be in writing and signed.

Complaint and Compliance Report

Current Complaint Process:

1. Complaint received
2. Visual inspection done to confirm complaint
3. Send letter to homeowner (30 day deadline)
4. Check back in 2 weeks to see if compliance has been met.
 - : If so, send thank you letter
 - : If not, return again in 2 weeks to check if compliance met
5. If not in compliance at the end of deadline,
send 2nd letter by Certified Mail (14 day deadline)
6. Repeat Process of Step 4
7. Fines start after 14 day deadline if not in compliance.

HOA website at www.crcwhoa.com provides additional information on each Rules & Regulations, the monthly Board Meeting minutes, and all needed forms

Complaint and Compliance Report

Total 2022 complaints 32

Total 2021: 46

- ▣ The decrease in complaints can attributed to the Annual Spring/Summer Neighborhood Walk Thru. We have noticed that each year the review is completed, we have less homes to contact for compliance issues. Our community has really stepped up and are making great strides in keeping up our community standard and your efforts are much appreciated.
- ▣ We would like to thank our HO's for putting in the efforts to keep our neighborhood looking nice and also thank all of our devoted volunteers and board members take the time to help with the Neighborhood Walk Thru.

2023 Capital Improvements

30-Year Reserve Plan Summary

Fiscal Year Beginning: 01/01/22					Interest: 0.5%		Inflation: 3.0%	
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Rating	Annual Reserve Contribs.	Loans or Special Assmts	Interest Income	Projected Reserve Expenses
2022	\$123,491	\$291,608	42.3%	Fair	\$21,840	\$0	\$611	\$25,000
2023	\$120,942	\$299,163	40.4%	Fair	\$22,495	\$0	\$585	\$30,900
2024	\$113,122	\$301,603	37.5%	Fair	\$23,170	\$0	\$625	\$0
2025	\$136,917	\$336,703	40.7%	Fair	\$23,865	\$0	\$746	\$0
2026	\$161,528	\$373,637	43.2%	Fair	\$24,581	\$0	\$871	\$0
2027	\$186,981	\$412,484	45.3%	Fair	\$25,319	\$0	\$921	\$31,880
2028	\$181,340	\$420,489	43.1%	Fair	\$26,078	\$0	\$904	\$28,060
2029	\$180,261	\$433,523	41.6%	Fair	\$26,860	\$0	\$971	\$0
2030	\$208,092	\$476,730	43.6%	Fair	\$27,666	\$0	\$1,038	\$29,769
2031	\$207,027	\$491,477	42.1%	Fair	\$28,496	\$0	\$880	\$91,334
2032	\$145,069	\$444,187	32.7%	Fair	\$29,351	\$0	\$716	\$33,598
2033	\$141,539	\$455,908	31.0%	Fair	\$30,232	\$0	\$645	\$56,061
2034	\$116,354	\$445,833	26.1%	Weak	\$31,139	\$0	\$500	\$64,159
2035	\$83,834	\$428,135	19.6%	Weak	\$32,073	\$0	\$414	\$34,511
2036	\$81,810	\$441,495	18.5%	Weak	\$33,035	\$0	\$493	\$0
2037	\$115,337	\$491,883	23.4%	Weak	\$34,026	\$0	\$493	\$67,772
2038	\$82,085	\$475,092	17.3%	Weak	\$35,047	\$0	\$409	\$36,106
2039	\$81,435	\$491,561	16.6%	Weak	\$36,098	\$0	\$215	\$113,220
2040	\$4,528	\$430,279	1.1%	Weak	\$37,181	\$0	\$116	\$0
2041	\$41,825	\$484,992	8.6%	Weak	\$38,297	\$0	\$306	\$0
2042	\$80,427	\$542,601	14.8%	Weak	\$39,445	\$0	\$282	\$87,596
2043	\$32,559	\$513,006	6.3%	Weak	\$39,643	\$0	\$158	\$41,857
2044	\$30,502	\$530,965	5.7%	Weak	\$39,841	\$0	\$253	\$0
2045	\$70,596	\$593,946	11.9%	Weak	\$40,040	\$0	\$454	\$0
2046	\$111,090	\$660,228	16.8%	Weak	\$40,240	\$0	\$658	\$0
2047	\$151,988	\$729,952	20.8%	Weak	\$40,442	\$0	\$740	\$49,204
2048	\$143,965	\$752,586	19.1%	Weak	\$40,644	\$0	\$661	\$64,698
2049	\$120,573	\$761,482	15.8%	Weak	\$40,847	\$0	\$707	\$0
2050	\$162,126	\$838,872	19.3%	Weak	\$41,051	\$0	\$915	\$0
2051	\$204,093	\$920,221	22.2%	Weak	\$41,256	\$0	\$920	\$82,480

2023 Capital Improvements

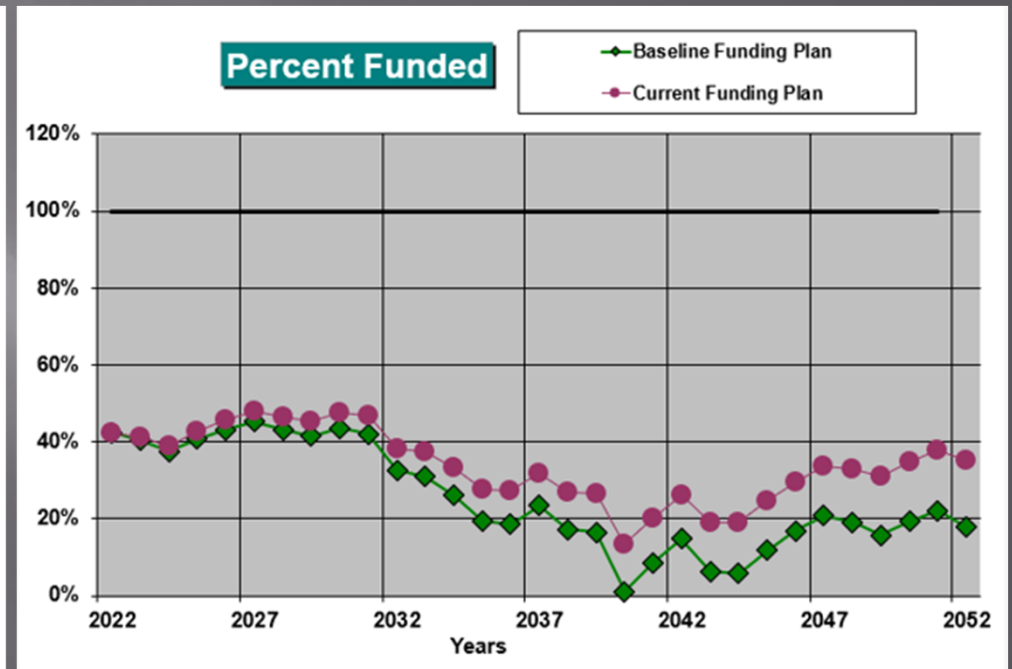
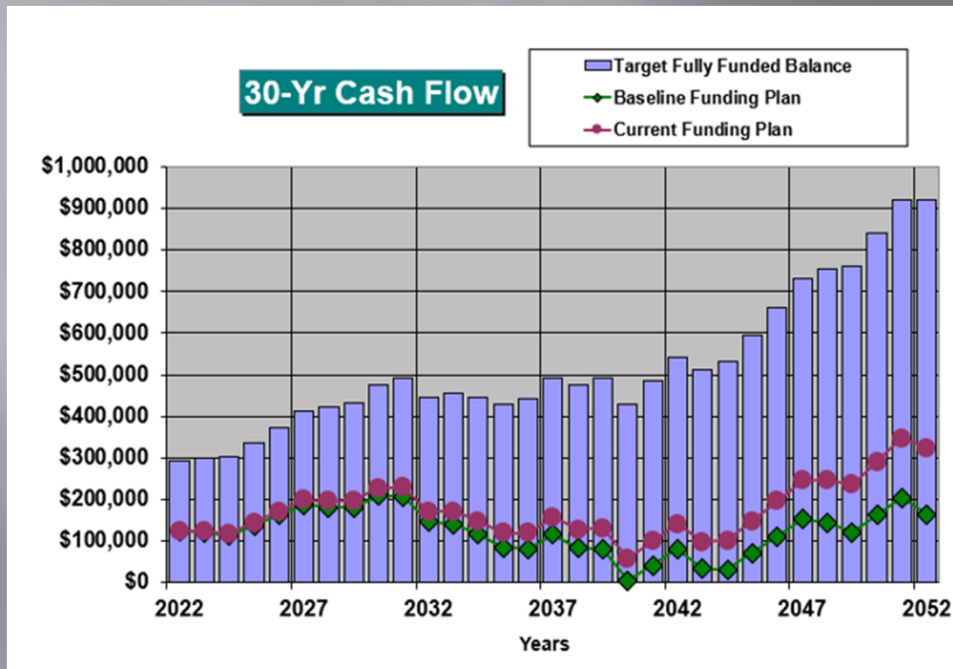
HOA Capital Components

# Component	Install Year	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost	Future Average Cost
120 CR Big Toy Expansion - North Area	2006	25	9	\$37,500	\$48,929
140 CR Playground Equip - South Area	2007	25	11	\$40,500	\$56,061
160 CR Bridge	2021	30	29	\$35,000	\$82,480
161 CR Asphalt Path (original)	1979	30	5	\$27,500	\$31,880
162 CR Asphalt Path (repaired section)	2007	30	15	\$43,500	\$67,772
200 CR Park Sprinkler System South	2021	40	39	\$10,000	\$31,670
201 CR Park Sprinkler System North	2020	40	38	\$10,000	\$30,748
205 CR Entrance Sprinkler System	2016	40	34	\$10,000	\$27,319
250 CR Entrance Signs (2)	Unknown	40	12	\$45,000	\$64,159
260 CR Fences at Entrance	2018	20	16	\$22,500	\$36,106
310 CW Big Toy	2003	25	6	\$23,500	\$28,060
311 CW Playground Equip	2006	25	9	\$32,500	\$42,405
312 CW Merry-go-round, Seesaw, rocker, spinner	2018	25	21	\$22,500	\$41,857
313 CW Basketball Court	2018	20	17	\$37,500	\$61,982
330 CW Park Sprinkler System	2012	40	30	\$37,500	\$91,022
350 CW Entrance signs (6)	Unknown	40	17	\$31,000	\$51,238
400 Miscellaneous (sidewalks,signage, landscaping)	0	10	0	\$25,000	\$33,598
500 Cul-de-sac Planter Repairs	Unknown	25	1	\$30,000	\$30,900
501 Cul-de-sac Planter Repairs	Unknown	25	8	\$23,500	\$29,769
502 Cul-de-sac Planter Repairs	2018	25	13	\$23,500	\$34,511
503 Cul-de-sac Planter Repairs	2020	25	20	\$23,500	\$42,444
504 Cul-de-sac Planter Repairs	2022	25	25	\$23,500	\$49,204

2022 planned items are CR Entryway landscaping upgrade and one to two Cul-de-sac planter area repairs.

2023 Capital Improvements

Cash Flow over Time



2023 Capital Improvements

- Keep funding level to maintain Percent Funded between 40 and 60%
- Increase yearly reserve contributions from \$24k to \$28K to counter heavy spending period between 2030 to 2040.
- In 2022 the Association should budget and complete a full reserve study.

- The 2022 proposed budget proposes the following:

CW entryway sign refresh	9,000*
CR entryway landscape	3,500*
CdS Island repairs	<u>15,000*</u>
Total	27,500

*Carry over from 2021 budget

Treasurer Report – 2021 Finance Statement

Budget Comparison			
	Actual Activity 12/31/22 pre review	Budget 2022	over (under) budget
income			
dues income	172,212.84	167,484.00	4,728.84
interest income	1,886.41	1,000.00	886.41
transfer fees	15,400.00	5,000.00	10,400.00
other income	47,289.66	1,000.00	46,289.66
total revenues	236,788.91	174,484.00	62,304.91
expenses			
CAM & Repairs	43,141.67	47,784.00	(4,642.33)
insurance premium	10,565.00	17,000.00	(6,435.00)
King County Sheriff	5,483.88	10,000.00	(4,516.12)
administrator-bookkeeper fee	20,400.00	20,400.00	-
legal fees, CPA audit, & compliance	30,959.15	30,000.00	959.15
office supplies/photocopies/postage	11,869.87	11,000.00	869.87
utilities	7,341.64	8,000.00	(658.36)
regional/community functions	3,675.29	2,000.00	1,675.29
web site hosting	1,267.94	800.00	467.94
rentals (storage, mtg room, city light)	3,322.00	2,500.00	822.00
postcard postage purchased before Incr. 103031 Retention Pond Adverse Possession Legal Fees	802.00	-	802.00
	44,789.47	1,000.00	43,789.47
total expense	183,617.91	150,484.00	33,133.91
net income (loss)	53,171.00	24,000.00	
fund transfers			
Transfer to Capital Reserve	(24,000.00)	(24,000.00)	
Transfer from Capital Reserve (bridge)	0.00	0.00	
total fund transfers	(24,000.00)	(24,000.00)	
Capital Improvement Projects (paid for with funds from savings)			
Tree Mitigation	6,943.67	-	
CW Sprinklers	-	-	
CR Park Bridge	-	-	
CW park	4,662.74	-	
CW entryway sign refresh	-	9,000.00	
CR entryway landscape and fence refresh	2,642.40	3,500.00	
OdS Island repairs	29,991.24	15,000.00	
Total	44,240.05	27,500.00	

Treasurer Report

▣ Fund Balances as of 12/31/2022

▣		
▣	*General Reserve Fund	\$105,000.00
▣	*Legal Reserve Fund	\$ 22,000.00
▣	*Capital Reserve Fund	\$147,491.02
▣	*Operating Fund	\$266,916.08
▣		-----
▣	Total All Funds	\$541,407.10
▣		=====

Treasurer Report – 2022 Budget

	Budget Comparison		
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Board of Director Nominations

Three Board Positions Open for Election:

1. Three board positions for 3 year terms.
2. All Homeowners are eligible to be nominated to the Board of Directors if they:
 - Are willing to serve your Association and community for 3 years
 - Have the time every month to attend monthly meetings and Chair a Committee.
 - Do not have unresolved HOA complaints or delinquent dues
3. Nominees who have already identified themselves to the Board of Directors
4. Nominations from the Floor:

Background information only:

Position

<u>Number</u>	<u>Name</u>	<u>Term Expires</u>
1.	George McGill	2/1/2025
2.	Dave Clark	2/1/2025
3.	Alicia Follette	2/1/2023
4.	Ian Ludwig	2/1/2023
5.	Randy Vermillion	2/1/2023
6.	Dawna Hart	2/1/2024
7.	Catherine George	2/1/2024

Homeowner Discussion

Thank You for Attending

CR\CW Board of Directors - Job Duties

- **President:** Organizes and presides at all Monthly Board Meetings and the Annual HOA Meeting. Makes sure all orders and resolutions of the Board are carried out properly. May sign (as Pres. Of CR/CW HOA) certain legal documents, contracts or insurance policies for the HOA.
- **Vice President:** Acts in place of the President in the event of the President's absence. If the President leaves the position (resigns or is removed) the Vice President will assume the President's duties until the Board meets and appoints a new President.
- **Treasurer:** Oversees the receipt of and deposit (in the proper bank accounts) all monies of the HOA. The Treasurer oversees the proper disbursement of funds as per the Board's directions. Oversees the financial books of the HOA's accounts. Coordinates the annual review of the HOA's books by a certified public accountant. Oversees the preparation of the annual budget and the statement of income and expenses presented at each Annual Meeting; provides a copy to each HO. Briefs the Board monthly on financial expenditures in relation to the approved budget.
- **Legal and Insurance:** Oversees the insurance coverage for the HOA and Board of Directors. Maintains a relationship with the HOA's lawyer regarding any and all HOA issues. Reports on legal and insurance issues at the monthly Board meetings and at the Annual Meeting.

CR\CW Board of Directors - Job Duties

- **Common Area Maintenance:** Oversees all common areas: the entrances, the 2 parks and several areas around the retention ponds. Inspects and maintains all playground equipment, Mutt Mitt stations, all entrance signs, other signs in the parks and the community that belong to the HOA, all the garbage cans at the parks, the wooden bridge at CR Park and any other HOA property. Oversees the HOA's landscaping company's work and contacts\arranges for extra or emergency situations. This is the point of contact for our contracted King County Sheriff's Officer for monthly HOA security service. This involves coordinating any HO's complaints, comments and requests with the Officer, and also requesting that specific areas and activities are monitored more frequently. Reports on Common Area maintenance and Security issues at the monthly Board meetings and at the Annual Meeting.
- **Complaints Committee:** Oversees the Complaint Committee and receives and acts upon complaints received in writing and signed. Investigates their validity per the HOA CC&R's and R&R's, and sends out proper compliance and thank you letters. Follows up on any required action and coordinates appeal hearings. Initiates fines for non-compliance and notifies the Treasurer, Bookkeeper and the Board of new and ongoing fines. Maintains all compliance records. Reports on complaints issues and activities at the monthly Board meetings and at the Annual Meeting.

CR\CW Board of Directors - Job Duties

- **Architectural Control Committee:** Oversees the ACC Committee and receives\acts upon all ACC request forms submitted. Determines if work and material are acceptable (per HOA guidelines and spec's) and notifies the homeowner when approved or if changes are needed. Follows up on work to see if it has been done as agreed and keep records of such.

All Board members are expected to attend each HOA monthly meeting and the Annual Meeting, and give their Monthly/Annual report. Board members are also expected to help on various Committees and activities. One or two absences are allowed, but if you have to miss a Board Meeting, you would get your monthly report to another Board Member to present at the Meeting.